



User Guide for Middle and High School Users

Updated: 05/03/2018

Contents

ScholarTrack Overview	3
Account Creation and Setting Your Password	3
Account Permissions.....	4
Logging into ScholarTrack	4
Student Search.....	5
Quick Action Buttons	6-7
21st Century Scholars Application	7
Student Details.....	8
Scholar PIN.....	8
Graduation Details	9-10
High School Reports.....	10-11
Help & Support	11

ScholarTrack Overview

ScholarTrack is the one-stop shop for Hoosiers' state financial aid needs, including the 21st Century Scholars program, Frank O'Bannon Grant and other need- and merit-based financial aid.

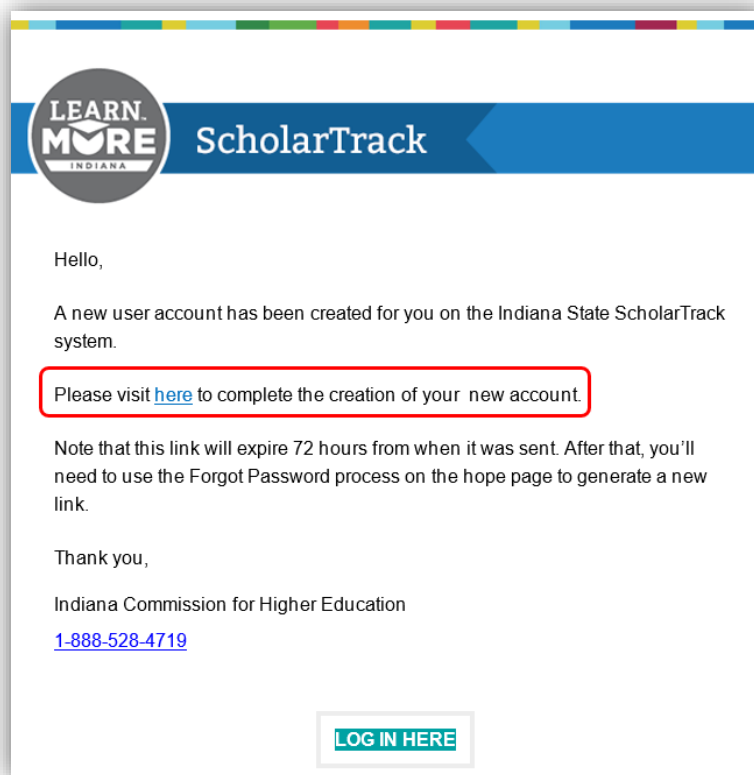
ScholarTrack guides students and families through the process of applying for and maintaining state-based financial aid—beginning as early as middle school and continuing through college completion.

Here is what users can expect with the new and improved ScholarTrack system:

- A unified system for all state financial aid
- Student-focused design
- Streamlined for school personnel
- Easier for colleges
- Designed for security

Account Creation and Setting Your Password

All School Principals have ScholarTrack School Admin user accounts and can create new middle and high school user accounts. New middle and high school users will receive an email notification once their ScholarTrack user account has been created. To complete your account creation, click the link in the email to set a password. For questions about Admin access, contact Barbie Martin at BMartin@che.in.gov.



If you do not have a ScholarTrack account or you believe your account permissions are incorrect, please contact us at Scholars@che.IN.gov.

Account Permissions

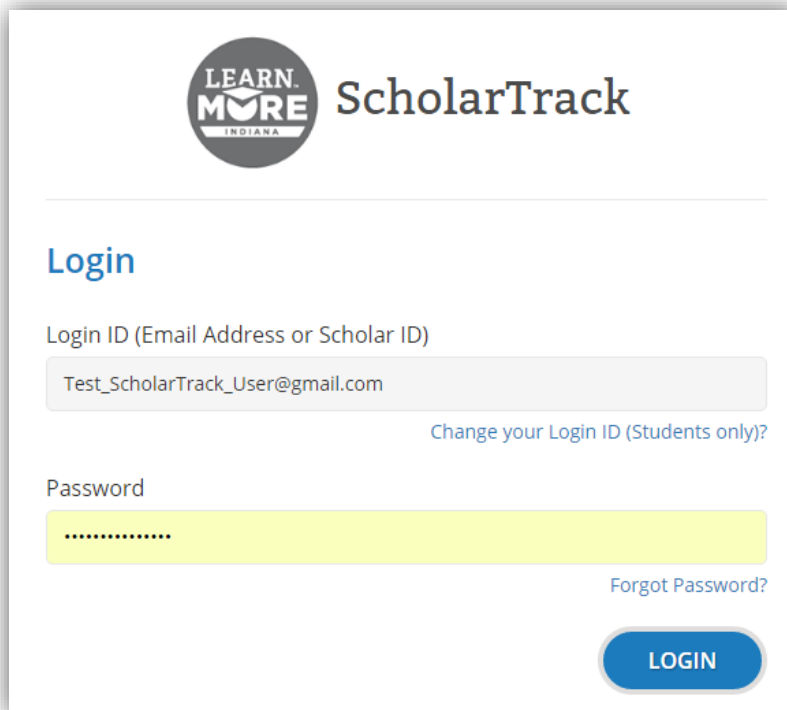
There are three types of account permissions for middle and high school users in ScholarTrack:

- **School Admin Users**
 - School Admin users can create and approve new school staff and community partner accounts, search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, GPA and Diploma reporting, and roster reports
- **School Users**
 - School users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, GPA and Diploma reporting, and roster reports
- **Community Partners**
 - Community Partner users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress and roster reports

Logging into ScholarTrack

To log into ScholarTrack, visit www.ScholarTrack.IN.gov. All ScholarTrack users, including students and parents, will log into ScholarTrack using the same login page at www.ScholarTrack.IN.gov.

Your login ID or username is your email address. You create a password when you established your account creation via the email. If you cannot remember your password or want to change your password, click the “Forgot Password?” link and ScholarTrack will send you an email with a link to reset your password.



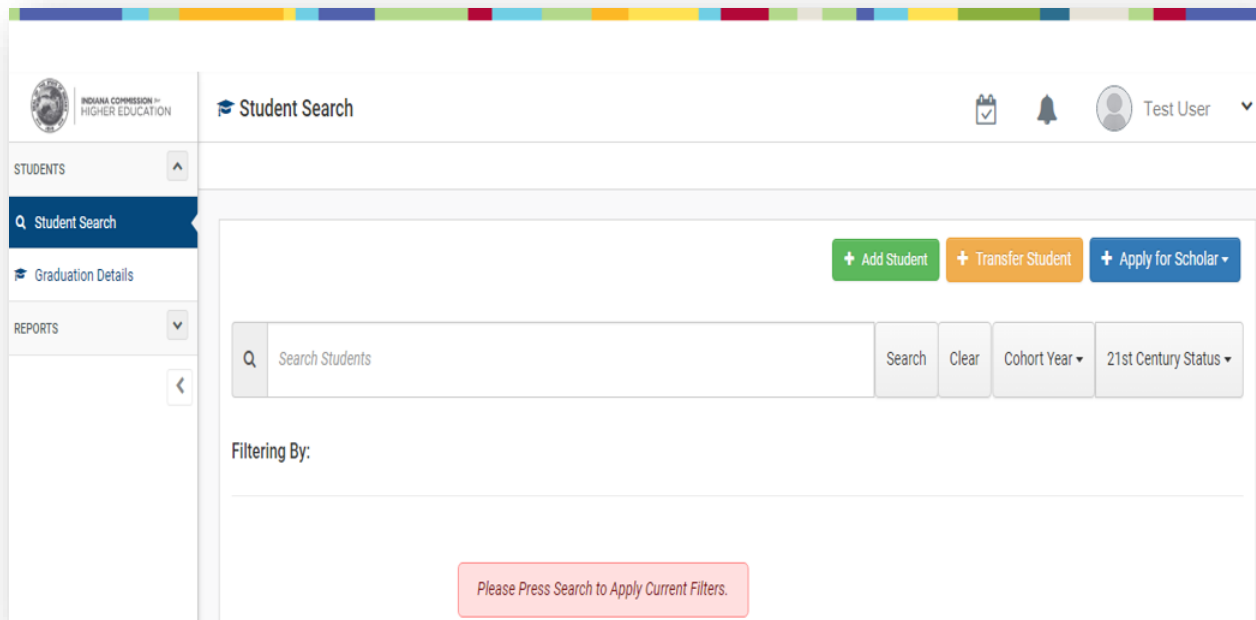
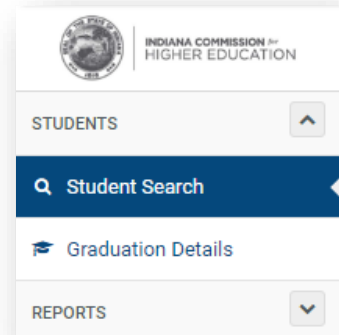
The image shows the ScholarTrack login page. At the top, there is a logo for 'LEARN. MORE INDIANA' and the text 'ScholarTrack'. Below this is a horizontal line. The word 'Login' is displayed in blue. Underneath, the label 'Login ID (Email Address or Scholar ID)' is followed by a text input field containing 'Test_ScholarTrack_User@gmail.com'. To the right of the input field is a link that says 'Change your Login ID (Students only?)'. Below the input field is the label 'Password' followed by a password input field with masked characters '.....'. To the right of the password field is a link that says 'Forgot Password?'. At the bottom right, there is a blue button with the text 'LOGIN'.

Student Search

After logging into ScholarTrack, users are taken to the “Student Search” page. If you navigate away from this page, you can always return to the “Student Search” page under the “Students” tab of the navigation bar on the left side of your screen.

Searching for a student in ScholarTrack is flexible. To search for a student, type in any combination of:

- First Name
- Last Name
- Date of Birth (MM/DD/YYYY format)
- Full Social Security Number (either ###-##-#### or #####)
- Scholar ID Number
- Email Address
- Phone Number (either ###-###-#### or #####)



You can also refine your search by the following categories:

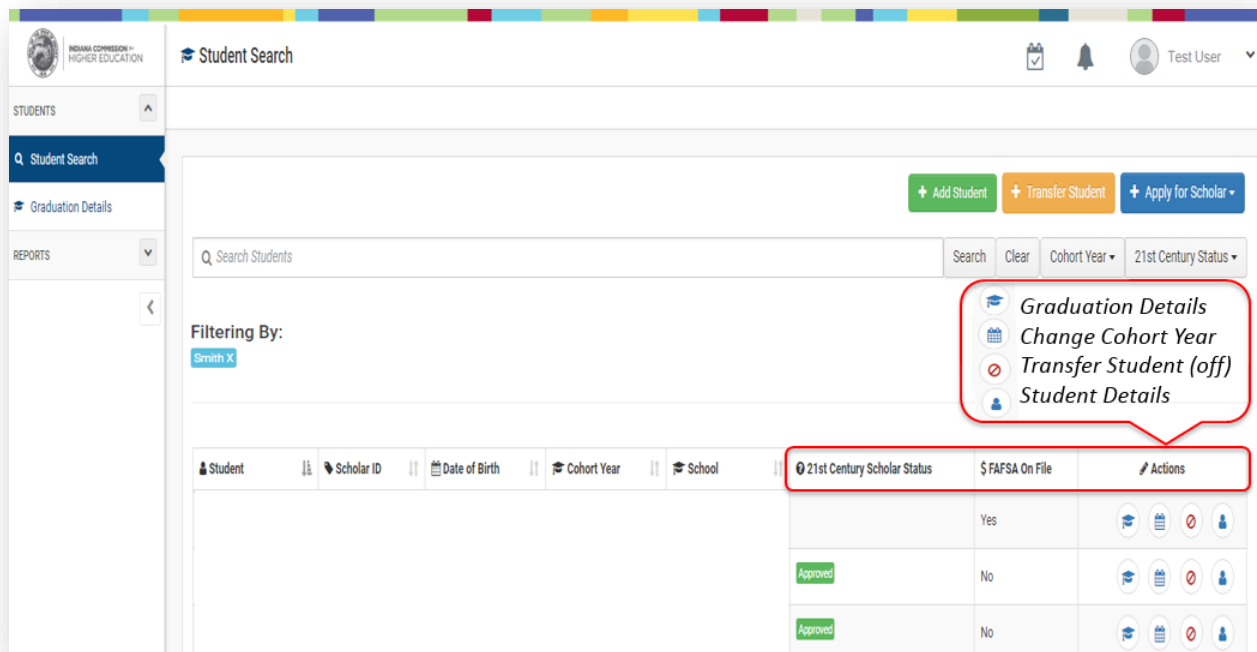
- School (if assigned to multiple schools)
- Cohort Year
- 21st Century Scholar Status

After entering your search filters, hit “Enter” or click the “Search” button on the search box.

Quick Action Buttons

Once you conduct a student search, you will see the following “Quick Action Buttons” to select from:

- Graduation Details (Diploma and GPA Reporting)
- Change Cohort Year
- Transfer Student (off your roster)
- Student Details



Add Student:

To add a student to your school roster, click the green “Add Student” button.

+ Add Student

A pop-up box will appear and you will enter the new student’s first name, last name, date of birth, cohort year, Social Security Number, and current school. To add a new student in ScholarTrack, a Social Security Number is required.

Transfer Student:

+ Transfer Student

The orange “Transfer Student” button allows you to transfer (or pull) students already in ScholarTrack onto your school roster.

To transfer a student onto your roster, you will need the student’s first name, last name, date of birth, cohort year, and either the Social Security Number OR Student Test Number OR Scholar ID. If the student already exists in ScholarTrack, you will be able to transfer or pull the student onto your school roster.

Enroll a 21st Century Scholar:

[+ Apply for Scholar](#)

Income

Foster Care

Legal Guardianship

The blue “Apply for Scholar” button is how you will submit a 21st Century Scholars application on a student’s behalf.

To submit a 21st Century Scholars application, click “Apply for Scholar” then select the application type:

- **Income:** Standard income application
- **Foster Care:** Applications will be pending and require DCS staff approval
- **Legal Guardianship:** Additional supporting documentation is required

21st Century Scholars Application

The 21st Century Scholars application has been streamlined for school users in ScholarTrack. The application aligns with the questions and format on the 21st Century Scholars Application Worksheet.

After you have finished entering the student’s information from the Application Worksheet, you must acknowledge that you have reviewed the Scholar Pledge with the student and his or her parent/guardian. Click the green “Save” button after the acknowledgement. **Note:** For income applications, a pop-up box will appear and you will confirm the total income and household size and you will click “Submit.”

STUDENT INFORMATION

First Name Middle Initial Last Name Gender

Racial Identity Hispanic, Latino, or Spanish Origin? Current Grade Level

Date of Birth Social Security Number Student Test Number (STN) optional

Address Line One Address Line Two

City State Zip County

Email Address Phone Number

PARENT/GUARDIAN INFORMATION

Parent/Stepparent/Guardian --\$0.00 Total Income

First Name Middle Initial Last Name

Relationship Type SSN/ITIN Primary Email Address

What is the household member's gross income from each of the following sources?

Work TANF Child Support Alimony

Disability Self Employment Social Security Other

STUDENT PLEDGE ACKNOWLEDGEMENT

I acknowledge that I have reviewed the pledge with the student and their parent/guardian and will keep a copy of the application worksheet on file until the student graduates from high school.

Student Details

The “Student Details” page is where users can view student information, monitor Scholar Success Program (SSP) completion and a student’s appeal status. This is where school users can edit a student’s Graduation Details (Diploma and GPA), Student Test Number (STN), User Account (email address), Mailing Address, Phone Number, School, Cohort Year, and generate a temporary Scholar PIN.

Secondary School Details

Sally Scholar xxx-xx-5556

Scholar ID: 354950
Date of Birth: 09/12/2001
Social Security Number: xxx-xx-5556
STN: 123456789
User Account: sallyscholar@gmail.com
Scholar PIN: A511873 (1/22/17 3:47 PM)

Mailing Address: 101 W. Ohio St. Indianapolis, IN 46204
Phone Number: (317) 317-3171

21st Century Application: Approved
FAFSA on File: No
Middle School: Middle School
High School: Carmel High School
Cohort Year: 2018

Comments 0

GRADUATION DETAILS

Property	Value
High School Diploma Type	Core 40 (Final)
GPA	3.3456 (Final)

21ST CENTURY APPLICATIONS

Applicant Type:	Income
Date Submitted	10/1/13
Status	Approved
Type	Income

STUDENT SUCCESS PROGRAM

Requirement	Status
9th Grade - Complete Your Graduation Plan	Completed: 2/2/17
9th Grade - Participate in an Extra-Curricular or Service Activity	Completed: 2/2/17
9th Grade - Watch "Paying for College 101"	Completed: 2/2/17
10th Grade - Take a Career Interest Assessment	Completed: 2/2/17
10th Grade - Get Workplace Experience	Completed: 2/2/17
10th Grade - Watch "Estimate Your College Costs"	Completed: 5/24/17

GUARDIANS

Name	Status
Test Parent	Approved

APPEALS

No appeals present

The “**Graduation Details**” widget allows you to view and edit/update a student’s Diploma and GPA. The “**21st Century Applications**” widget displays a student’s application information and status (e.g., date submitted, status and application type). If a student does not have a 21st Century Scholar application on file, it will display “No Applications Present.” The “**Scholar Success Program**” widget displays a student’s progress toward meeting Scholar Success Progress requirements. The status will be either Incomplete or Completed with completion date. The “**Appeals**” widget will display any Student Appeals information and the current status.

Scholar PIN

Secondary School Details

Sally Scholar xxx-xx-5556

Scholar ID: 354950
Date of Birth: 09/12/2001
Social Security Number: xxx-xx-5556
STN: 123456789
User Account: sallyscholar@gmail.com
Scholar PIN: A511873 (1/22/17 3:47 PM)

Mailing Address: 101 W. Ohio St. Indianapolis, IN 46204
Phone Number: (317) 317-3171

An exciting new feature is the ability to generate a temporary Scholar PIN.

School users and community partners can generate a temporary PIN allowing students to access ScholarTrack with their Scholar ID and temporary Scholar PIN. Pins can be generated via the Student Details page or via the Reports section for “batch” pin generation. Scholar PINS are valid for 48 hours.

Graduation Details

School users can report Diploma and GPA information via the “Graduation Details” section on the left menu. The system will automatically default to the current graduating class (e.g., Cohort 2018, etc.). Schools are provided with two options for reporting academic information:

Individual Student Entry: Schools will click on the Graduation Details “Quick Action” button to report student Diploma and GPA information individually.

Batch Upload: Schools can also download a pre-populated file via the download section and upload a completed student file with diploma and GPA information back into the system.

Graduation Details

COHORT YEAR: 2017



IMPORT DETAILS

Upload Download

Upload Blank Template Populated File

GRADUATION DETAILS

Students Import History

Student	Date of Birth	Year	Degree	GPA	Actions
		2017	Other		
		2017	Core 40 with Academic Honors (AHD)		

Graduation Details – Helpful Tips

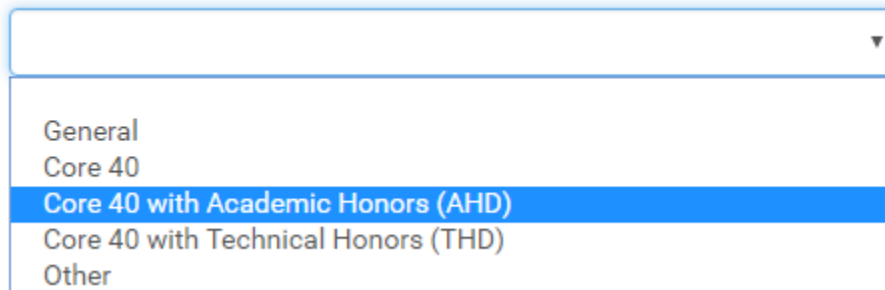
When downloading the blank template or populated file and adding NEW students (non-21st Century Scholars) to your roster, it is important you do not change or rearrange columns (file headers).

	A	B	C	D	E	F	G	H	I	J	K
1	Scholar ID	First Name	Last Name	Date of Birth	Cohort Year	SSN	21st Century	Degree	Is Degree Final	GPA	Is GPA Final

Be sure all information is included (e.g., name, date of birth, cohort year, SSN and degree information). **Note:** Degree information is the student’s diploma type. Both Diploma and GPA information must be marked FINAL in order for a State Financial Aid award will be created.

When listing Diploma information, you must use the following format:

Degree Type



A dropdown menu with a blue border and a downward arrow on the right. The menu is open, showing a list of options. The first option is "General", followed by "Core 40", "Core 40 with Academic Honors (AHD)" (which is highlighted in blue), "Core 40 with Technical Honors (THD)", and "Other".

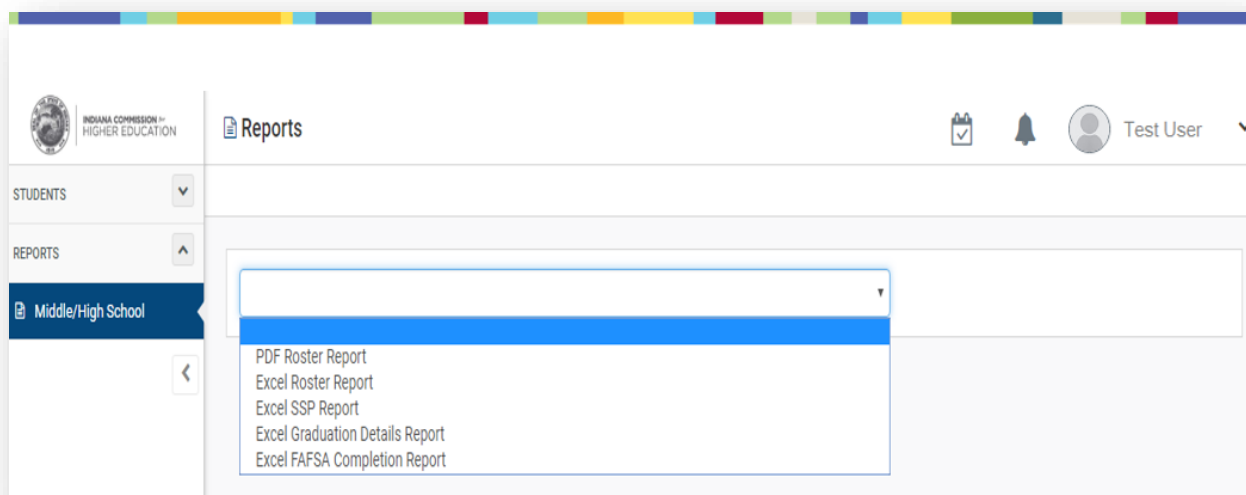
Note: Do not use any other abbreviations when reporting Diploma information. The content must match exactly in order for the system to process.

High School Reports

School users can access student rosters and reports, such as: Scholar Success Program Activity Completion, Graduation Details, and more using the “Reports” tab on the left menu.

First, select the type of report you would like to access from the following:

- PDF Roster Report
- Excel Roster Report
- Excel Scholar Success Program (SSP) Report
- Excel Graduation Details Report
- Excel FAFSA Completion Report



After selecting the report, you will choose from a series of filter options. You can filter report information by Cohort Year, 21st Century Scholars Application Status, Generate Temporary SCHOLAR PINS and more.

The screenshot shows the 'Reports' section of the Indiana Commission on Higher Education website. The sidebar on the left has 'STUDENTS' and 'REPORTS' tabs, with 'Middle/High School' selected under 'REPORTS'. The main area displays a 'PDF Roster Report' dropdown. Below this are filter fields: 'Cohort Year' set to '2018', '21st Application Status' set to 'Approved', and 'Generate PINs' set to 'No'. A 'Download' button is located at the bottom of the filter section. A dropdown menu for '21st Application Status' is open, showing 'Pledge Violation' and 'Approved' as options.

Help & Support

If you have questions, please contact the Student Support Center or your Regional Outreach Coordinator. Visit [Scholars.IN.gov/contact-us](https://scholars.in.gov/contact-us) to locate your Regional Outreach Coordinator.

Student Support Center

Phone: (888) 528-4719

Fax: (317) 232-3260

Email: Scholars@che.IN.gov

OUTREACH STAFF

Contact	Position	Contact Information
Student Support Center		(888) 528-4719 Scholars@che.in.gov
Jarod Wilson	Director of Postsecondary Outreach and Career Transitions	(317) 232-1022 JWilson@che.in.gov
Barbara Martin	Director of School and Community Outreach	(317) 232-0455 BMartin@che.in.gov
Brittany Collins	Postsecondary Outreach and Career Transitions Manager	(317) 232-2981 BCollins@che.in.gov
Greg Harrell	School and Community Outreach Manager	(317) 232-1072 GHarrell@che.in.gov
Fred Jackson	Regional Outreach Coordinator - Northwest Region	(317) 617-0362 FJackson@che.in.gov
Dr. Verleash Jones	Regional Outreach Coordinator - Northeast Region	(317) 617-0237 VJones@che.in.gov
Zachary Cullum	Regional Outreach Coordinator - Southwest Region	(317) 617-0317 ZCullum@che.in.gov
Heather Cooper	Regional Outreach Coordinator - Southeast Region	(317) 617-0329 HCooper@che.in.gov
Amy Parraga	Regional Outreach Coordinator - North Central Region	(317) 617-0223 AParraga@che.in.gov
Ali Szymanski	Regional Outreach Coordinator - East Region	(317) 617-0249 ASzymanski@che.in.gov
Rachel Meyer	Regional Outreach Coordinator - West Region	(317) 447-4870 RMeyer@che.in.gov
Jose Medina	Regional Outreach Coordinator - Central Region	(317) 617-0318 JMedina@che.in.gov